

4 September 1953

OPM 45-250-2

PERSONNEL DIRECTOR MEMORANDUM NO. 71-53

SUBJECT: Centralization of the Storage and Disbursement  
of Personnel Forms

1. At the present time, the Personnel Office utilizes a total of 78 active Agency forms listed under the 37- series. Of this number, 60 forms are non-stock items in the sense that the Personnel Office is directly responsible for their procurement from the Printing and Reproduction Division of the Office of General Services. It is necessary, therefore, that the Forms Management Program of the Personnel Office maintain a careful check over the internal stock levels of these forms. Such a control is not intended as a measure to restrict the use of personnel forms but as a requirement to assure that adequate supplies are available to meet the administrative needs of the Personnel Office.

2. In consideration of the above, Divisions and Staffs of the Personnel Office located in Curie Hall will obtain personnel forms from the supply office to be established in this building. The Supply Officer assigned to Curie Hall has agreed to provide storage facilities for non-stock item forms and form letters in addition to the standard forms normally channeled through building supply rooms. Chiefs of Divisions and Staffs of the Personnel Office located in Curie Hall will be responsible for assuring that supplies of forms and form letters maintained in their own office areas are turned over to the building supply officer. Divisions and Staffs will be permitted to retain a one weeks supply of the forms and form letters which pertain directly to their operations.

3. Exception to the above rules concerning the centralization of form and form letter supplies will be permitted in respect to the assemblies of forms used by the Correspondence Branch of the Processing and Records Division. Requests for further exceptions will be submitted to the Chief, Plans, Research and Development Staff with appropriate justification for consideration.

GEORGE E. MELOON  
Personnel Director

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